



PAPAKAIO SCHOOL



Nag 5 Health and Safety Policy Statement 500

Papakaio School is committed to providing and maintaining a safe and healthy physical and emotional environment for students, employees, parents/caregivers/whanau and visitors.

The H&S officer is the Principal and in his absence the Deputy Principal.

They are supported in this role by the BOT.

A staff member is appointed as the Health & Safety Representative.

This is achieved by

1. All staff having individual responsibility for health and safety.
2. All staff
 - Being informed of
 - Understanding, and
 - Accepting their responsibility for eliminating or minimising the potential for harm to people at their workplace, including contractors, other staff and visitors being informed of any results of our monitoring their work area.
3. Ensuring staff are consulted on, and given the opportunity to participate in, health and safety management as needed.
4. Ensuring union and other employee representatives are consulted regarding health and safety management as needed.
5. Ensuring schools have an effective method for identifying risks. Significant hazards will then be controlled by:
 - Eliminating or isolating any risk that arises from the school or school environment likely to cause harm to staff, students or other people.
 - Mitigating the effects of risks, if they cannot be practicably eliminated or isolated.
6. Creating and maintaining a safe working environment. This includes providing facilities for staff health and safety at work.

7. Having in place plans and procedures for all foreseeable emergencies that may arise in the workplace.
8. Providing appropriate orientation, training and supervision for all new and existing staff.
9. Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors.
10. Accurate recording, reporting and investigating of injuries.
11. Board of Trustees commitment to continuous improvement in health and safety.
12. Board of Trustees commitment to comply with all relevant health and safety legislation.
13. Supporting the safe return to work of injured employees.
14. Ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy.

Procedures that support the Health and Safety policy statement include but are not limited to the attached contents list of the Health and Safety section of the policy and procedure manual.

Reviewed April 2018
To be reviewed: Annually